

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 21, 2018

Board Members Present: B. Clancy, L. Franke, J. Jansch, S. King, K. Lukens, J. Mitchell and J. Wieland

Others Present: S. Johnson, C. Maricque, A. Nizzia, K. Pahlow, N. Kohls, L. Larson, M. Brick, J. Titera and C. Jensky.

1. Action Item: Call to Order –
S. King called the meeting to order at 3:28 PM. J. Wieland was welcomed to the board by S. King. J. Wieland gave a brief background of himself.
2. Open Forum - None
3. Action Item: Approval of July 17, 2018 Minutes
Motion made by K. Lukens, seconded by J. Mitchell that the minutes from the July 17, 2018 board meeting be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by L. Franke, seconded by J. Jansch, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
A. Nizzia reviewed the donations for August with the board. Many donations have been in honor of Dennis and Linda Schmidt's 50th wedding anniversary. In lieu of gifts people were asked to give to Syble Hopp School in memory of their son Ted, who was a Hopp graduate who passed away several years ago. **Motion made by B. Clancy, seconded by J. Wieland, that the August donations be approved. MOTION CARRIED UNANIMOUSLY.**
6. Action Item: Payment of Bills
Payments from July 1, 2018 to July 31, 2018 were reviewed and discussed. C. Maricque noted the non-recurring expenses for the month included annual agreements with Frontline (substitute system), Infinite Campus and Oasys (student information systems). **Motion made by J. Wieland, seconded by L. Franke that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Financial Report
Summaries of the Revenue and Expenditures ending June 30, 2018 were reviewed and discussed. The Total Fund Balance in the General Fund has increased due the General State Aid payment and additional Special Education Categorical Aide that were received in June were higher than expected. In addition, the increase in additional MAC staff resulted in a large Medicaid MAC reimbursement increase and a cost settlement for the 15-16 Medicaid Cost Plan was received in June. Donations were also higher due to generous donations given for areas such as the new classroom furniture. C. Maricque review and explained areas that incurred a savings and areas that have a negative balance and how they each offset the other. **Motion made by J. Jansch, seconded by J. Wieland that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**
8. Action Item: General Fund Transfer to Special Education Fund
Per DPI, the Special Education Fund (Fund 27) must have a zero fund balance and the Food Service Fund (Fund 50) cannot have a negative fund balance at the end of the school year.

Many of our revenues need to be recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year. **Motion made by L. Franke, seconded by J. Jansch that the transfer of \$2,149,840.17 from BCCDEB's General Fund to BCCDEB's Special Revenue Fund to cover the Special Revenue Fund negative balance be approved. MOTION CARRIED UNANIMOUSLY.**

9. Action Item: Increase in Aide and Hourly Employee Pay

A discussion was held regarding our hourly pay. K. Pahlow felt we were in line with area districts. A few aides had a pay adjustment so they were in line with newly hired aides. She also mentioned that we have had no issues hiring aides (25 applicants from the last posting) and have several new substitute aides and substitute teachers for the new school year. **Motion made by J. Mitchell, seconded by J. Jansch that the recommended hourly rate of pay adjustments to aide positions and the 2% increase for aides and hourly employees be approved. MOTION CARRIED UNANIMOUSLY.**

10. Action Item: Hiring

S. Johnson presented Andrew Hall as the new teacher for the Wrightstown School District. **Motion made by J. Mitchell, seconded by L. Franke the Board approve the hiring of the recommended teacher candidates. MOTION CARRIED UNANIMOUSLY.**

11. Action Item: Resignation(s)

K. Pahlow presented Travis Hendzel's resignation to the Board. A discussion was held regarding the exiting fee. This discussion was tabled for a later meeting. Plans are underway for a replacement teacher.

Motion made by J. Wieland, seconded by J. Jansch that the Board approved the submitted staff resignation. MOTION CARRIED UNANIMOUSLY.

12. Discussion Item: Strategic Planning

The topics, participants and process for Strategic Planning were discussed. It was suggested that the planning should start with mission/vision, since the items have not been reviewed in recent years. The planning was proposed to start in October by forming separate groups by topics. In addition, it was suggest to focus on areas such as programming, the facility, and parent engagement. In order to keep the process on task, the groups should be led by a facilitator. Discussion was held on whether the facilitator should be an outside source or a staff member.

13. Discussion Item: Administrator's Report

S. Johnson – Director of Special Education and Pupil Services

- The OT/PT room has moved into a different room and is getting settled in.
- New desks will be arriving shortly for the Speech Therapy room.
- We discovered we had stored materials at Altmayer that we are taking advantage of to refurnish some of the rooms as well.

A. Nizzia – Principal

- Phase I of our furniture project will be completed in the Primary Wing by October. The West and South Wing will finalize their plans of Phase II by December.
- Annual we will report to the Board the number of Restraints/Seclusions. 2017-2018 school enrollment was 192. 157 behavior reports were written up. 15 of those included the use of restraint. No suspensions or expulsions. Abbie explained some of the behaviors students can engage in and when a behavior report is written and when a restraint form must be included. We have no seclusion rooms.

C. Maricque – Business Manager

- Swipe cards will be installed on all door systems at the end of the month.

K. Pahlow – Administrator

- Shatterproof film will be placed on all doors around the school.

- Interior and exterior cameras are up. Monitors are located in the office and in Kim's room. Kevin from the County has been a huge help implementing these.
- There is another round of grants that are available for us to apply for. We would use these funds for a new PA system. A vendor had a walk-thru to provide us a quote which is needed for the grant application process. The process also asks for professional training in Mental Health and establishing a Safety Team.
- Thank yous went out Jim, Matt, Brian, Mary, Laura, Erin and Nancy for their work during the summer getting ready for the new year. Staff have also been coming in to set up their rooms.

14. Discussion Item: Parent Organization Report

C. Maricque, A. Nizzia and K. Pahlow met with members of the Parent Organization to learn what they want from the Parent Organization. They would like to work with us, perhaps have some learning programs and social events.

15. Executive Session: The Board moved to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to employment and compensation at 4:36 PM.

Motion made by L. Franke, seconded by B. Clancy, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.

Meeting opened again at 4:42 PM.

16. Action Item: Adjournment

Motion made by L. Franke, seconded by J. Wieland, to adjourn the meeting at 4:42 PM. MOTION CARRIED UNANIMOUSLY.